

To transfer vaccine inventory in ImmuNet, please follow the steps below:

Sending Organization

- Under your organization, click on 'Inventory and Ordering' on the left menu panel, then 'Manage Transfers' to get to this screen:

Manage Transfer

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
06/02/2020	TRANSFER	IR Physicians	AK Test Org A			
04/26/2016	TRANSFER	IR Physicians	JBTest2	03/10/2017		
11/15/2013	TRANSFER	IR Physicians	Transfer Test A	03/18/2015		
02/10/2015	TRANSFER	IR Physicians	ATO	03/18/2015		
03/18/2015	TRANSFER	IR Physicians	CJ Script1 Sort TC4	03/18/2015		
03/16/2015	TRANSFER	IR Physicians	TC 172 Parent Vendor for self	03/18/2015		

- Select 'New Transfer' and select the receiving organization from the dropdown:

New Transfer

Sending Site: Save Transfer

Internal Receiving Site: or Cancel

Receiving Organization:

Note: Only those sites or organizations which have inventory set up are displayed.

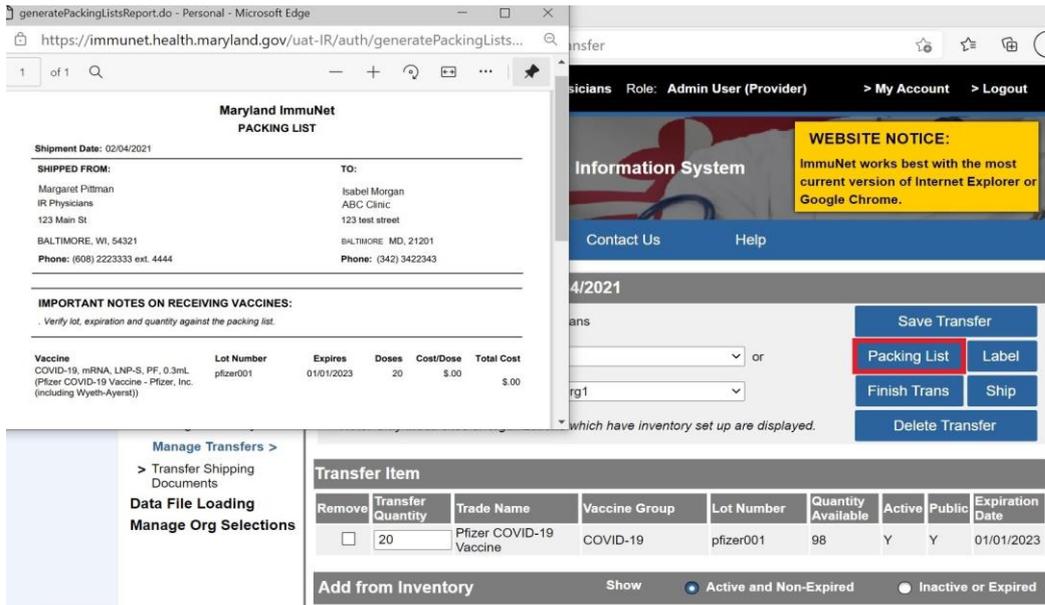
Add from Inventory

Show Active and Non-Expired Inactive or Expired

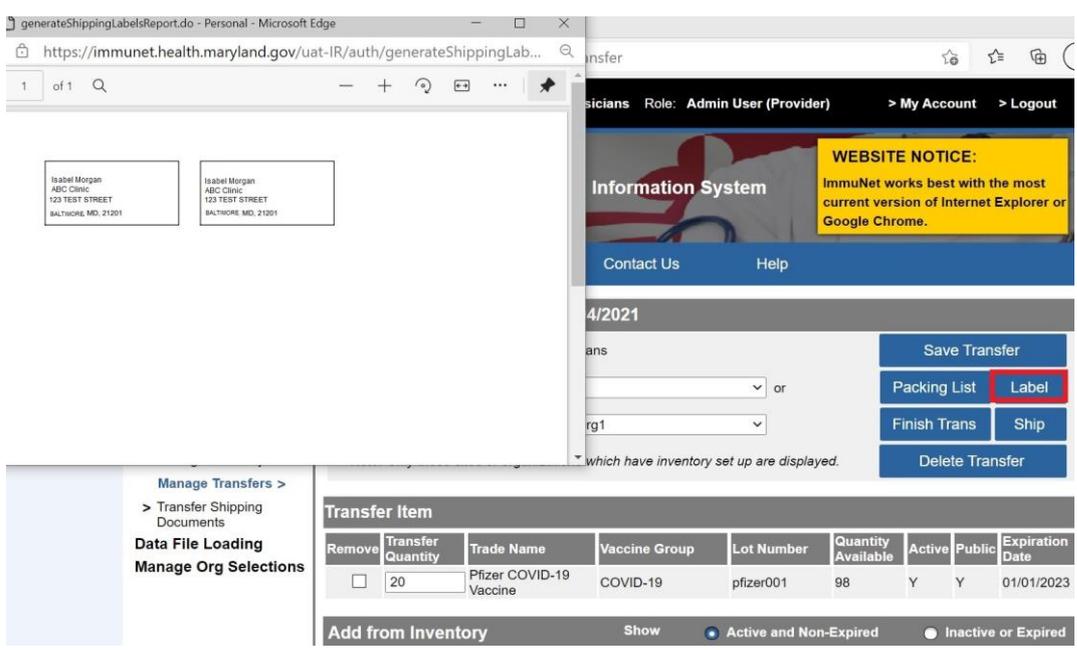
Transfer Quantity	Trade Name	Vaccine Group	Lot Number	NDC	Quantity Available	Active	Public	Expiration Date
<input type="text"/>	Bexsero	MeningB	223456789	46028-0114-02	98	Y	Y	07/10/2021
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	NewLot	58160-0842-11	96	Y	Y	03/24/2022
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	testlot05	58160-0842-11	10	Y	Y	05/05/2022
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	xxxxx	58160-0842-34	99	Y	N	06/29/2027
<input type="text" value="5"/>	FLULAVAL p-free	Influenza	55555	19515-0892-41	23	Y	Y	12/31/2020

- Enter the number of doses to transfer and click to 'Save Transfer'.

- Select Packing List (this will open a pdf file for printing) – you must click this button even if you do not need a packing list.



- Select Label (this will open a pdf file for printing) – you must click this button even if you do not need the label.



6. Select Ship and enter the ship (or transfer) date, then click the Ship button:

Ship Transfer

Ship

Cancel

Transfer Between Organizations Created on 11/30/2020

Sending Entity	Receiving Entity
Organization IR Physicians	Organization AFIX Test Org
Site IR Physicians	Site AFIX Test Org
Address 123 Main St BALTIMORE, WI 54321	Address 1000 AFIX LANE ROCKVILLE, MD 20849
Contact HP	Contact Denise Hamann
Phone # (608) 222-3333 ext 4444	Phone # (333) 111-2222

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
5	FLULAVAL p-free	Influenza	55555

Vaccines Ordered from Manufacturer

Order Qty.	Vaccine/Trade Name	Mfg. Qty.	Denied Qty.

7. You should see that your transfer was successfully shipped:

Manage Transfer

Transfer Successfully Shipped

Create a New Transfer....

New Transfer

Return to the Previous Screen....

Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org	11/30/2020		
06/02/2020	TRANSFER	IR Physicians	AK Test Org A			
04/26/2016	TRANSFER	IR Physicians	JBTest2	03/10/2017		
11/15/2013	TRANSFER	IR Physicians	Transfer Test A	03/18/2015		
02/10/2015	TRANSFER	IR Physicians	ATO	03/18/2015		
03/18/2015	TRANSFER	IR Physicians	CJ Script1 Sort TC4	03/18/2015		
03/16/2015	TRANSFER	IR Physicians	TC 172 Parent Vendor for self	03/18/2015		

8. Contact the Receiving Organization to sign in to ImmuNet to accept the transfer. They can see the following page for further instructions.

Receiving Organization

When you are contacted from a Sending Organization that they have completed transferring vaccines from their ImmuNet inventory to your organization, follow these steps to accept the transfer.

1. On the left menu panel, select 'Inventory and Ordering' then select 'Manage Transfers' to get to the following page:

Manage Transfer

Create a New Transfer...
New Transfer

Return to the Previous Screen...
Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org			

Historic Transfer (last 7 days by default)

Show by Last Updated Date From:

To:

Refresh

CreateDate	Type	Sending Org:Site	Receiving Org:Site	ShipDate	ReceiveDate	ReturnDate	RestockDate
No Historic Transfer.							

2. Under Inbound Transfer, select the Link Under Create Date. On the next screen below:

Receive Transfer

Accept Entire Transfer...
Accept Transfer

Reject Entire Transfer...
Reject Transfer

Partially Accept Transfer...
Partially Accept

Return to the Previous Screen...
Cancel

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site
AFIX Test Org

Transfer Between Organizations Created on 11/30/2020

Sending Entity	Receiving Entity
Organization IR Physicians Site IR Physicians Address 123 Main St BALTIMORE, WI 54321 Contact HP Phone # (608) 222-3333 ext 4444 Ship Date 11/30/2020	Organization AFIX Test Org Site AFIX Test Org Address 1000 AFIX LANE ROCKVILLE, MD 20849 Contact Denise Hamann Phone # (333) 111-2222

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
5	Influenza	FLULAVAL p-free	55555	Create New Lot

3. Select Accept Transfer and confirm:

The screenshot shows a web browser window with a confirmation dialog box in the foreground. The dialog box text reads: "immunet.health.maryland.gov says Are you sure you want to add all transfer items into inventory ?" with "OK" and "Cancel" buttons. In the background, the "Marylands Immunization Information System" interface is visible, including a navigation bar with "Home", "Resources", "Contact Us", and "Help". A yellow "ANNOUNCEMENTS" banner is present. The main content area shows the "Receive Transfer" section with options: "Accept Entire Transfer...", "Reject Entire Transfer...", "Partially Accept Transfer...", and "Return to the Previous Screen...". Each option has a corresponding button: "Accept Transfer", "Reject Transfer", "Partially Accept", and "Cancel". Below this is the "Receiving Site" section with a dropdown menu set to "AFIX Test Org".

4. Select ok

5. The transfer has been successfully accepted.

The screenshot shows the "Manage Transfer" screen in the Immunet application. At the top right, a blue message states "Transfer Successfully Accepted". Below this are buttons for "New Transfer" and "Cancel". The "Transfer List" section is divided into "Outbound Transfer" and "Inbound Transfer", both showing "No Outbound Transfer" and "No Inbound Transfer". A "Historic Transfer (last 7 days by default)" section includes a date range filter (From: 11/23/2020 To: 11/30/2020) and a "Refresh" button. Below the filter is a table of transfer records:

CreateDate	Type	Sending Org: Site	Receiving Org: Site	ShipDate	ReceiveDate	ReturnDate	RestockDate
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org	11/30/2020	11/30/2020		

6. The receiving organization now has the inventory.

logged in as: [> Organization: AFIX Test Org](#) Role: IR Developer [> My Account](#) [> Logout](#)

ImmuNet:
Marylands Immunization Information System
DEPARTMENT OF HEALTH

ANNOUNCEMENTS: NEW
[03/21/2017 Alert Box Rotation / Alert Box Rotation Announ...](#)
[Click to view more...](#)

Home Resources Contact Us Help

View Inventory

Add Inventory for Site (AFIX Test Org).... [Add Inventory](#)

Modify Quantity On Hand for Selected Sites.... [Modify Quantity](#)

Show Transactions for Sites.... [Show Transactions](#)

Return to the Previous Screen.... [Cancel](#)

Site: Show Active Inactive Non-Expired Expired

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	FLULAVAL p-free	55555		5	Y	Y	12/31/2020

For more information about managing your inventory in ImmuNet, see the Quick Reference Guide on Manage Inventory.